Confidentiality and Security Guidelines

When the Census Bureau collects information from or about an individual, it is required by law to maintain the confidentiality of that information. The Census Bureau takes this responsibility very seriously to successfully protect the privacy of the data it collects. Respondents place their trust in the Census Bureau each time a survey is completed or an interview is conducted. This trust is critical to the success of the Census Bureau's mission. For this reason, the Census Bureau requires that each local official who participates in the address list review opportunity understand and agree to abide by the confidentiality and security guidelines outlined below and in the *LUCA Technical Guide*.

Why Address Information Is Protected

It's the law. Title 13, United States Code provides for the confidential treatment of census related information. Chapter 1, Section 9 of the code states:

"Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title-

1) use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or

2) make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or

3) permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

Section 214 of the code further explains that the penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more that $5,000 or imprisonment for not more that 5 years, or both.

To implement this law, all employees (both temporary and permanent) take an oath to maintain the confidentiality of the census information they encounter in their work. Census information includes everything on a completed or partially completed questionnaire, or obtained in a personal or telephone interview. In addition, it includes individual addresses, such as those the Census Bureau maintains in its Census address list that address list review liaisons will be examining as part of the LUCA program. It also includes maps that show individual housing unit locations.

Generalized address information, such as the address range data available in the Census Bureau's TIGER/Line® products, is not considered protected by Title 13, United States Code.

In 1994, the Congress amended Chapter 1 of Title 13, United States Code, to allow locally and tribally appointed liaisons to review the Census Bureau's address list for their area. This amendment recognizes the important role that local knowledge and participation can play in building the Census address list. The amendment also provides for the continued confidentiality protection of individual address information and therefore limits the use of the Census address list by liaisons to the improvement of the Census address list.

Significance of the Address Review Confidentiality Agreement

Each participating agency should designate a primary liaison for the address list review opportunity. This individual will be the primary contact for address list review activities. We consider all other individuals who will have access to the Census address information as liaisons and they must sign the Confidentiality Agreement as well. Signatures on this form constitute an agreement by each individual to abide by the security guidelines outlined below.

> **The Census Bureau will not transmit the Census address list materials for your area until we have received a completed Confidentiality Agreement.**

Security Guidelines

We are providing the security requirements used by the Census Bureau in all its work facilities, and on all its computers. The Census Bureau accepts that the implementation of these guidelines may vary slightly from one address list review participant to another, but the end results must be the same for each participant — non-disclosure of Title 13, United States Code information.

Protecting Census Address Information On Paper

- Keep all Census address information in a locked room during non-work hours. If possible, store the Census address materials in locked desks or cabinets.
- During work hours, do not leave a room unattended where Census address information is stored; lock the room whenever you leave it.
- Do not leave Census address information unattended at your desk.
- Only make copies of the information if required to complete your task; while making

copies, do not leave the copying machine unattended.

- To FAX a document containing Census address information to a Census Bureau location, make sure the document is properly labeled, verify the FAX number before sending, and arrange for a Census Bureau employee to be at the FAX machine to receive it.

- Do not discuss the Census address information or locations of addresses with anyone who is not an address list review liaison or a Census Bureau employee.

- Do not disclose precise, or even anecdotal information, about Census addresses or locations.

Protecting Electronic Census Address Information

- Operating systems, programs, applications, and data related to the review of Census addresses must be accessible only to address list review liaisons. The automated data processing (ADP) system should restrict the read, write, delete, and execute functions applicable to the Census addresses.

- The ADP system must use log-on routines that require a user-id and password that conform to the following guidelines:

    1) Assign a unique user-id and password for each address list review liaison.
    2) Disable passwords after three bad attempts.
    3) Reject passwords that are the same as the user-id or that have been used within the last 6 months.
    4) Passwords must be at least six characters.
    5) Do not display passwords on terminals or printers.
    6) Encrypt passwords.
    7) Assign a 30-day expiration date to passwords.
    8) On new accounts, use expired passwords to force users to set new passwords.

- The ADP system must display a warning log-on features.

- Computer screens must display a warning that states: “This computer contains U.S. Census Bureau address information protected by Title 13 United States Code; unauthorized release of this information is punishable by fines or imprisonment.”

- If Census address information is placed on a shared computer system, construct electronic security profiles to allow only address list review liaisons access to the Census address information.

- If Census address information is to be transmitted over external networks, use dedicated lines or encrypt the data.

- Lock all rooms containing computers and all associated media during non-work hours.

- During work hours, do not leave computers with Census address information unattended; lock the room whenever you leave.

- Label any diskettes containing Census address information. If backup is necessary, do not send the tapes, cartridges or disks off-site and store them in a secured area.

- Magnetic media (tapes, disks, hard drives) containing Census address information must be cleared prior to reuse. To clear, overwrite all sensitive data a minimum of three times using a commercial disk utility program or degauss using a commercial degausser.

- Program any software you develop for displaying Census addresses to label each affected page of a printout containing Census address information with the following:

  "**THIS (list, report) CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13 UNITED STATES CODE AND IS FOR BUREAU OF THE CENSUS OFFICIAL USE ONLY."**

The Census Bureau will conduct workshops covering all aspects of the address list review opportunity. In addition, the workshops will provide an opportunity to review the security guidelines and safeguards to protect against illegal use of Census address information. Census Bureau staff conducting the workshops will help you decide who in your organization really needs to have access to the census addresses and will review the civil and criminal penalties for improper or illegal use of the data.